
**BID WAIVER INFORMATION FORM
TO ACCOMPANY LEGISLATION
(LIMIT YOUR RESPONSE TO THIS SHEET)**

1. Reasons for waiving City Code bid procedure:

- emergency breakdown causing unplanned need
 - item to be purchased is of a perishable nature
 - need to extend an existing contract
 - there is not enough time to obtain formal bids to satisfy need
 - non-price error on either the bidder's or the City's part in the bid proposal
 - a new law or regulation requires immediate compliance
 - other _____
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2. Detailed explanation of reason (must be completed by division):

Stonewall Columbus is the community-based, private not-for-profit organization providing guidance and leadership for syphilis elimination community education and training to all SEP community based organizations receiving syphilis elimination project funds in 2004, as required by the Centers for Disease Control (CDC).

3. Informal procedure used:

- telephone quotations
 - written quotations
 - negotiations
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4. Informal bids received and prices for each:

N/A

5. If lowest bid was not accepted, explain criteria for award:

N/A

APPROVED BY: _____ **DATE:** _____

(authorized signature)
